



AIRPORT MAINTENANCE COORDINATOR

Salary Range: PW/144

DEFINITION

Participates in the maintenance, repair, and upkeep of airport areas, equipment, systems, building, and facilities; assists in the provision of a variety of services to airport users; maintain related records and reports. To provide Aircraft Rescue and Fire Fighting (ARFF), airport security, snow removal, first aid services, and weather observations for the National Weather Service.

SUPERVISION RECEIVED

Receives direction from the Director of Airport and Transportation or his designee.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Duties may include, but are not limited to:

- Assist in the repair and maintenance of all airport facilities and systems, including runways, taxiways, aprons, parking areas, and airport lighting and signage systems.
- Maintenance and repair of airport buildings and structures, replacement of light bulbs and fixtures, cleaning, trash removal, dry wall patching, painting, ordering parts, digging, snow removal, repair of sprinkler systems, asphalt patching and repair, maintaining automobile parking areas, and other duties as assigned which are required to maintain airport infrastructure.
- Participate in the repair and maintenance of motorized equipment including greasing, welding, checking fluid levels, window cleaning, checking hydraulic hoses, replacing shear pins, and other duties so as to keep motorized equipment ready for use.
- Operate heavy equipment including loaders, plow trucks, pickup trucks, Tool Cat maintenance vehicle, snow blowers, and aircraft fire fighting vehicles.
- Assist in maintaining a variety of files, records, ordering supplies, and inventory control.
- Assist in providing aircraft rescue and fire fighting (ARFF) services at the airport. This requires FAA Part 139 Live Fire Certification Training for Index B/C.
- Assist in all snow removal operations at the airport.
- Assist in providing security services at the airport.

- Assist in providing first aid services at the airport in accordance with FAA Part 139 regulations.
- Assist in providing weather observations to the National Weather Service. This requires certification by the National Weather Service as a Weather Observer.
- Assist in other maintenance jobs as required.

PERIPHERAL DUTIES

Assist supervisor or other airport staff in his or her day to day job activities.

QUALIFICATIONS

Knowledge of:

- Materials, methods, practices, and equipment used in facility or airport maintenance and repair activities.
- Operation and maintenance requirements of a variety of motorized airport equipment.
- Modern office practices, procedures, methods, and equipment.

Ability to:

- To be certified or have the ability to be certified in aircraft rescue and firefighting activities.
- To be certified or have the ability to be certified as a National Weather Service Weather Observer.
- To be certified or have the ability to be certified in Cardiopulmonary Resuscitation (CPR).
- The ability to learn and implement airport security policies and procedures.
- Plan, organize, and schedule airport maintenance and repair work.
- Interpret and work from sketches, penciled layouts, and prepare plans for minor projects.
- Communicate clearly and concisely, both orally and in writing.
- Compile and maintain records and prepare routine reports.
- Operate a variety of heavy and light power-driven equipment, both gas and diesel.

- Establish and maintain effective working relationships with those contacted in the course of work.
- Interact with the public in a courteous and professional manner.
- Understand and carry out oral and written directions.

Skills:

- Basic vehicle maintenance skills.
- Basic facility maintenance skills.
- The ability to work with hand and power tools.
- Grounds keeping skills.

Experience and Training:

Any combination of education, experience, and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education

High School Graduate or equivalent.

Experience

One year or more of increasingly responsible experience and training as an airport maintenance worker or similar facility performing maintenance, repair, or similar duties.

Licenses and Certifications

- Possession of or ability to obtain a valid California Class C license.
- Possession of or ability to obtain certification in CPR
- Possession of or ability to obtain FAA Part 139 Live Fire Certification Training for Index B/C so as to be certified as an aircraft rescue fire fighter.
- Possession of or ability to obtain certification as a National Weather Service "Weather Observer."

Preferred Experience and Training:

- Certification in Aircraft Rescue and Fire Fighting.
- Certification as a National Weather Service “Weather Observer.”
- Certification in CPR.

TOOLS AND EQUIPMENT USED

Hand tools, power tools, welding tools, motorized vehicles inclusive of heavy equipment, computer, and office equipment.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel in order to operate or manipulate objects. Use tools or controls and reach with hands and arms. The employee frequently is required to stand, walk, talk hear, and smell. The employee is occasionally required to sit, climb or balance, stoop, kneel, crouch, and crawl.

The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Some work is performed in an office setting. While performing the duties of this job, the employee occasionally works in outside weather conditions, which may include extreme cold, windy and other wintery conditions. The employee frequently works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.

The noise level in the work environment is usually quiet in the office, and moderate to loud in the field.

As a fire fighter and first responder, hazardous or stressful conditions may be encountered such as smoke, fumes, extreme heat, fire, exposure to toxic substances, and people with severe injuries.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or logical assignment to the position.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the requirements of the job change.

GENERAL

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The Town reserves the right to revise or change classification duties and responsibilities as the need arises. The description does not constitute a written or implied contract of employment.

Employee will be subject to pre-employment and random drug and alcohol tests per Department of Transportation regulations and Town of Mammoth Lakes policies and procedures.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.